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14 MAY 1957

MEMORANDUM FOR: Assistant Executive Officer  
Office of Personnel

SUBJECT: Reduction of Administrative Workload  
[REDACTED]

25X1A6a

REFERENCE: Memorandum for DD/Pers/PD, SSA/Pers,  
C/PED and C/CPD from AExO/OP, dated  
23 April 1957, Subject: Reduction of  
Administrative Workload.

25X1A6a

1. Both the [REDACTED] Desk personnel and the FE  
Personnel Office disclaim any knowledge of a "Division  
Mandate" that requires the [REDACTED] Station to transmit  
twelve (12) copies of a position description with each  
promotion request. PED has no requirement covering  
number of copies of position descriptions to be furnished  
by operating components on promotion requests, unless  
there has been a major change in the duties and responsi-  
bilities of the position. In such cases only one copy  
is required by PED.

25X1A6a

2. As of the present, PED has on file position  
descriptions covering approximately 75% of the [REDACTED]  
Station positions. Discussion with the [REDACTED] Desk  
personnel reveals that a new T/O is in-the-mill for the  
[REDACTED] Station which will radically change the content  
of existing jobs, and the job sheets on file will need  
re-writing.

25X1A6a

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25X1A9a

[REDACTED]  
Chief, Position Evaluation Division

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MEMORANDUM FOR: Director of Personnel

SUBJECT: Reduction of Administrative Workload

REFERENCE: Memorandum, Same Subject, from AExO  
dated 23 April 1957

25X1A6a 1. The statement following in quotations should, I believe, answer the query in [REDACTED] [REDACTED] quoted as paragraph a in Mr. [REDACTED] 25X1A9a memorandum of 22 April. 25X1A6c

" A special Task Force on Fitness Reports, working under the direction of the Career Council, is actively considering the whole problem of cycling of Fitness Reports as well as the relation of the Fitness Report to the Overseas Returnee Questionnaire (Form 202) and to other personnel actions such as periodic review by competitive evaluation panels, etc. This review by the Task Force is addressed primarily to the problem of eliminating duplication, providing better evaluations and information on personnel to the executive level with better timing and cycling of reports with a smaller workload and utilization of less manpower. Since the Task Force will report to the Council within the next few months at the latest, it would be undesirable to prematurely change the procedures referred to. It is certain that changes will be made during the coming year which should achieve some or all of the goals mentioned above."

25X1A6a 2. I presume item b from [REDACTED] 25X1A6a is being answered by PED and item c from [REDACTED] by CPD.

3. Is it possible that there is an omission in Mr. [REDACTED] 25X1A9a memorandum? On the second page, the material following the statement "Simplify Certain Reporting concerning Military Personnel" appears to be quite separate from the previous query concerning contract employees. Perhaps MPD should be requested to comment on this item.

[REDACTED] 25X1A9a

Deputy Director of Personnel  
for Planning and Development

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Assistant Executive Officer

NO.

DATE

23 May 57

TO: (Officer designation, room number, and building)

DATE

REC'D

FWD'D

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	SSA/Personnel 2016 L Bldg.	24 MAY 1957	27 MAY 1957	24/pe	Per my recent telecon with Mr. [REDACTED], I am attaching comments received from other Office of Personnel elements on "Reduction of Administrative Workload". I would appreciate your review and additional comments if you have any.	25X1A9a
2.						
3.	AExo/OP 25X1A6a					
4.					Re paragraph 3 of Mr. [REDACTED] memorandum, the comment on military leave relates to civilian personnel and has, I believe, already been taken care of by delegation of authority to the field through DD/P command channels. LOA's are handled by CPD, not MPD.	25X1A9a
5.						
6.						
7.					May I please have these back by 29 May.	
8.						
9.						25X1A9a
10.						
11.					1 - 3: A review has been made of the comments furnished by the Office of Personnel elements on "Reduction of Administrative Workload."	
12.						
13.					Other than the oral remarks furnished this date and the suggestion that it appears the request for a classification survey for [REDACTED] has not been specifically answered, no substantive comments are offered. Mr. [REDACTED] admits that he's discussed this with [REDACTED] and [REDACTED] know it. You need more.	
14.						25X1A9a
15.						25X1A9a



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23 APR 1957

MEMORANDUM FOR: DD/Pers/PD  
SSA/Pers  
Chief, Personnel Evaluation Division  
Chief, Contract Personnel Division

SUBJECT: Reduction of Administrative Workload

REFERENCE: Attached memo for D/Pers from Mr. 25X1A9a  
dated 22 Apr 57, same subject

1. Referenced memorandum requires action by the Office of Personnel concerning several suggestions received from the field in response to a request that field stations review their administrative reports and offer suggestions as to elimination or revision of such reports. In order to present a complete reply for approval of the Director of Personnel, it is requested that each of the addressees consider those items particularly pertinent to their major responsibilities and suggest action to adopt these suggestions or explanation of the necessity for retaining the present requirement.

2. It would be appreciated if you would complete your review and forward your comments to this Office by 17 May 1956.

25X1A9a

[Redacted Signature]  
Assistant Executive Officer  
Office of Personnel

Attachment

25X1A9a  
OD/Pers/[Redacted]:vbm (23 Apr 57)

Distribution:

- ✓ 0 - D/Pers
- 1 - Each addressee
- 1 - D/Pers Suspense